

State of Hawaii  
Department of Health  
Family Health Services Division  
Maternal and Child Health Branch  
Women's Health Section

## **Addendum No. 1**

**September 10, 2008**

**To**

**Request for Proposals**

**RFP No. HTH-560-CW-004  
Expansion and Capacity Building of the  
Big Island Perinatal Health Disparities  
Consortia**

Issued: August 11, 2008

September 10, 2008

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Expansion and Capacity Building of the  
Big Island Perinatal Health Disparities Consortia  
RFP No. HTH-560-CW-004**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch is issuing this addendum to RFP Number HTH-560-CW-004, Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia for the purposes of:

- Responding to questions that arose at the orientation meeting of August 28, 2008, and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended and remains as previously stated, September 22, 2008.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, please contact:

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Responses to Questions Raised by Applicants  
for RFP No. HTH-560-CW-004  
Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia

**1. Do you want us to bring in more ethnic groups? Who should the new members be?**

Pages 2-7 through 2-9 of the RFP explain LAC purpose and membership diversity.

**2. Is it four new members to each LAC?**

Each LAC should recruit four (4) new members over a two (2)-year period.

**3. Does it matter what target population is brought in?**

The target population is listed on page 2-7 of the RFP.

**4. Do we need an actual facility to provide training logistics or do we just have to arrange and procure?**

No, you do not need to have a facility. You are only required to arrange and procure such a facility for training purposes.

**5. Is securing focus group and surveying participant upon request?**

Yes, it is upon request.

**6. If it is requested, will we be sent guidelines?**

Yes, guidelines will be forwarded if information is requested.

**7. Can we get an advance to assist with having operational funding?**

This would be discussed with the Awardee. If it is put in place, it is generally for a two-year agreement at one twenty-fourth (1/24) of the awarded amount.

**8. Will you be fronting money or will the Awardee organizations have to front the money?**

The Awardee organization will need to front the money. Payment is made through cost reimbursement. Please refer to pages 2-14 and 3-6 of the RFP for more information about cost reimbursement.

**9. What is the turnaround time for reimbursement?**

The turnaround time is about two months.

RFP No. HTH-560-CW-004 Expansion and Capacity Building of the Big Island Perinatal Health Disparities Consortia is amended as follows:

<i>Subsection</i>		<i>Page</i>	
<b>Section 1, Administrative Overview</b>			
No changes			
<b>Section 2, Service Specifications</b>			
I (A)	2-1		The potential Federal Award period may be extended from 4 to 5 years. To reflect this potential change, please amend paragraph 1 as follows: a. in the 4 <sup>th</sup> sentence, delete <i>four (4)</i> and insert <i>five(5)</i> b. in the 5 <sup>th</sup> sentence, delete <i>two (2)</i> and insert <i>three (3)</i> The revised sentences should read as follows: a. “Although a new grant application could be awarded for up to five (5) years, the DOH, MCHB would be required, if awarded this grant, to reapply annually through a non-competitive grant.” b. “Any contract service award would be for a two (2) year timeframe, with a possibility of extension for not more than three (3) additional twelve (12) month periods.”
I (F)	2-5		In the first paragraph, third sentence, delete <i>twenty four (24)</i> and insert <i>thirty six (36)</i> and delete <i>two (2)</i> and insert <i>three (3)</i> . The revised sentence should read as follows: “The State may extend the contract for specified periods of time not to exceed thirty six (36) months or for not more than three (3) additional twelve (12) month periods.”
II (E)	2-7		In the 1 <sup>st</sup> sentence under the subheading “Contract Terms” at the top of the page, delete <i>two (2)</i> years and insert <i>three (3)</i> years, and delete <i>2013</i> and insert <i>2014</i> . The revised sentence should read as follows: “The anticipated term of the contract is from the State’s Notice to Proceed date through May 31, 2011, with the option to

extend an additional three (3) years (from  
July 1, 2011 to May 31, 2014).

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

No Changes